



# CITY OF HOUSTON

## Job Posting

**Applications accepted from:****ALL PERSONS INTERESTED****Job Classification****MICROCOMPUTER ANALYST****Posting Number****PN# 109237****Department****INFORMATION TECHNOLOGY****Division****Client Services****Section****Field Services****Reporting Location****611 Walker 8<sup>th</sup> Floor****Workdays & Hours****M - F, 8:00 a.m. - 5:00 p.m.\*****\*Subject to change****DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Monitors the department's computer and communications equipment; assists with installation, configuration, troubleshooting, and user training and education. Installs personal computer hardware and software. Coordinates installation, configuration, troubleshooting and user training and education for the department's computer and communications equipment. Assists users in micro-to-mainframe computer system linkage. Monitors and evaluates all computer networks, ensuring proper work integration and effectiveness. Uses personal computer software to develop and implement personal computer information systems. Coordinates and presents in-house classes on computers and software; provides department follow-up training as appropriate. Prepares and tracks microcomputer related purchase requisitions. Handles special projects as assigned.

**WORKING CONDITIONS**

This position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of papers or books may be required.

**MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Computer Science, Management and Information Systems (MIS) or a closely related field.

**MINIMUM EXPERIENCE REQUIREMENTS**

Two (2) years of professional experience in systems analysis, design, programming or a closely related field are required.

**MINIMUM LICENSE REQUIREMENTS**

None

**PREFERENCES**

Preferences will be given to candidates with thorough knowledge of maintaining and supporting Windows 2000/XP and Microsoft Office applications. Experience managing small projects involved with the hardware and software implementation is a plus. Excellent verbal/written communication, problem solving skills, interpersonal and customer service skills is required. Strong organizational and time management skills necessary as well as ability to multi-task to meet deadlines.

**SELECTION/SKILLS TESTS REQUIRED**

None

**SAFETY IMPACT POSITION**    ☒ Yes   ☐ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

**SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is:

**Salary Range - Pay Grade 20**  
**\$1,151 - \$1,643 Biweekly    \$29,926 - \$42,718 Annually**

**OPENING DATE****March 1, 2006****CLOSING DATE****March 7, 2006****APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 221-0225. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

An equal opportunity employer